



## Minutes of Full Council Meeting

20<sup>th</sup> September 2021

6:30pm at the Emmaus Room, Minster Parish Hall, Beverley

**Present:** Councillors L. Johnson (Chair), P. Astell, T Astell, A Healy, D. Healy, D. Horsley, D Jack, G. Johnson, D Tucker, C Wildey and A Willis

**In Attendance:** Matthew Snowden (Acting Town Clerk) and Libby Woodhouse (Administrative Officer)

There were no members of the public present.

### 60/21: Introduction

**The Chair to welcome those present to the meeting and the Acting Town Clerk to give a short Covid-19 health and safety overview.**

The Chair welcomed everyone to the meeting.

The Acting Town Clerk gave a short health and safety overview.

### 61/21: Public Forum

**An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).**

There were no members of the public present.

### 62/21: To Receive Apologies for Absence.

**Resolved:** To accept apologies of absence from Councillor I Gow (illness), Councillor Hopkins (attending online finance training), and Councillor Boynton (work).

### 63/21: Declarations:

**63.1: To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

Councillors D Jack and L Johnson declared non-pecuniary interests in agenda item 17 in so far as they are both Trustees of the Beverley Area Community Trust.

Councillor G Johnson declared a non-pecuniary interest in the Hanseatic League as he has met with them via zoom.

**63.2: To note dispensations given to any member of the council in respect of the agenda items below.**

There were no dispensations.

**64/21: To confirm and sign the following Full Council Minutes (see attached).**

**64.1: Full Council held on Monday 19<sup>th</sup> July 2021.**

**Proposed:** Councillor P Astell **Seconded:** Councillor A Healy

*Resolved: That the Minutes of the Full Council Meeting on 19<sup>th</sup> July 2021 are approved and signed as a true and correct record.*

**64.2: Extra-ordinary Full Council held on Monday 2<sup>nd</sup> August 2021.**

**Proposed:** Councillor Horsley **Seconded:** Councillor Willis

*Resolved: That the Minutes of the Extra-Ordinary Full Council Meeting held on 2<sup>nd</sup> August 2021 are approved and signed as a true and correct record.*

**65/21: To confirm and sign the following Committee and Working Group Minutes:**

**65.1: Planning, Property and Services Committee held on 20<sup>th</sup> July 2021.**

**Proposed:** Councillor Tucker **Seconded:** Councillor A Healy

*Resolved: That the Minutes of the Planning, Property and Services Committee held on 20<sup>th</sup> July 2021 are approved and signed as a true and correct record.*

**65.2: Personnel Committee held on 29<sup>th</sup> July 2021.**

**Proposed:** Councillor D Healy **Seconded:** Councillor Jack

*Resolved: That the Minutes of the Personnel Committee Meeting held on 29<sup>th</sup> July 2021 are approved and signed as a true and correct record.*

**65.3: Jubilee Working Group held on 17<sup>th</sup> August 2021.**

**Proposed:** Councillor A Healy **Seconded:** Councillor P Astell

*Resolved: That the Minutes of the Jubilee Working Group held on 17<sup>th</sup> August 2021 are approved and signed as a true and correct record.*

**65.4: Christmas Lights Working Group held on Wednesday 1<sup>st</sup> September 2021.**

**Proposed:** Councillor P Astell **Seconded:** Councillor Willis

*Resolved: That the Minutes of the Christmas Lights Working Group held on 1<sup>st</sup> September 2021 are approved and signed as a true and correct record.*

**65.5: Beverley Hanseatic League held on Thursday 2<sup>nd</sup> September 2021 (Acting Town Clerk to report).**

**Proposed:** Councillor Tucker **Seconded:** Councillor D Healy

*Resolved: That the Minutes of the Beverley Hanseatic League Meeting held on 2<sup>nd</sup> September 2021 are approved and signed as a true and correct record.*

**65.6: Policy and Finance Committee held on Monday 6<sup>th</sup> September 2021.**

**Proposed:** Councillor L Johnson      **Seconded:** Councillor T Astell

**Resolved:** *That the Minutes of the Policy & Finance Meeting held on 6<sup>th</sup> September 2021 are approved and signed as a true and correct record.*

**65.7: Planning, Property and Services Committee held on 7<sup>th</sup> September 2021.**

**Proposed:** Councillor P Astell      **Seconded:** Councillor D Horsley

**Resolved:** *That the Minutes of the Planning, Property and Services Committee held on 7<sup>th</sup> September 2021 are approved and signed as a true and correct record.*

**66/21: Mayor's Announcements and Correspondence**

**To receive information about and consider any potential future Mayoral Events (Cllr L. Johnson to report):**

The Mayor reported that £168 had been raised by the Mayor's Treasure Hunt in aid of SCOPE. Three winners had been drawn from correct entries, two of which had already received their prizes. SCOPE had reported a greater footfall in the shop and a greater awareness of the charity. All monies received had been held by SCOPE. It was proposed that a Christmas Treasure Hunt would be organised.

Councillor Wildey arrived at the meeting at 6.40 pm.

**66.1: Civic Awards Night**

The Civic Awards Night will take place on 11<sup>th</sup> November 2021 at East Riding Theatre. Initial costs will be £350 for ERT including technical expertise and £650 to SHE Productions for entertainment and hosting. Awards to be given are Past Mayors, Partnerships, Good Neighbour Awards, Freemanship Awards and a special recognition Civic Award. The Mayor requested that everyone considers and nominates any deserving person/group that had gone the extra mile during the Covid pandemic.

**Proposed:** Councillor P Astell      **Seconded:** Councillor Wildey

**Resolved:** *To allocate £2,000 for the Civic Awards from the Civic Budget.*

**66.2: Fundraising Event at Beverley War Memorial Hall**

The Mayor reported that a fundraising evening (a pink night) will be held at the Memorial Hall on 28<sup>th</sup> January 2021 for HER Breast Friends. There will be pink pig racing, bra pong, entertainment, food, a raffle and an auction. Tickets will be sold and the food would be donated.

**Proposed:** Councillor Wildey      **Seconded:** Councillor T Astell

**Resolved:** *To approve the Council's contribution of £350 to the hire of the Memorial Hall for the event.*

**Proposed:** Councillor P Astell      **Seconded:** Councillor T Astell

**Resolved:** *To purchase the website payments add-on package, a secure payments system using Stripe in the sum of £500 plus VAT as a one-off cost for the sale of tickets for event, allotment rent payments, etc.*

**67/21: Reports from Councillors serving on external bodies:  
To receive brief reports (if any) from Councillors who represent the Town Council on external bodies.**

**Councillor P Astell** – reported that he and Councillor Jack attended the ERNLLCA East Riding District Committee. Councillor P Astell is Chair of this Committee and also serves on the ERNLLCA Exec Committee. The AGM would take place on Thursday.

**Councillor D Healy** – reported that he had received an invitation to the Chamber of Trade. The Acting Town Clerk reported that he will liaise with them and it was thought that there would be a Meet & Greet.

**Councillor Willis** – reported on Beverley Action against Poverty. The Cherry Tree Centre were expecting a hard time this winter with the loss of the £20 addition to benefits, increase in gas prices, etc. Emmaus had been successful in housing people and the group was providing equipment and items for refugee access. The Acting Town Clerk will look into whether the BAP could become a partner.

**68/21: Policies (see attached and Acting Town Clerk to report on all)  
To approve the following policies as part of the Internal Audit Recommendations Action Plan and recommended for approval by Policy and Finances Committee on 6<sup>th</sup> September 2021:**

**68.1: Internet Banking Policy**

This had been recommended by the Internal Auditor.

**Proposed:** Councillor Johnson **Seconded:** Councillor D Healy

**Resolved:** *To approve the Internet Banking Policy as recommended by the Policy & Finance Committee*

**68.2: Financial Regulations**

The Acting Town Clerk explained that the Internal Auditor had found discrepancies between documents which now corresponded with each other. All of the following documents are up to date model documents, tailored to the Council's needs, all had been seen by ERNLLCA for their comments and recommended for approval by the Policy & Finance Committee.

**Proposed:** Councillor Tucker **Seconded:** Councillor D Healy

**Resolved:** *That the Council approves the Financial Regulations.*

**68.3: Standing Orders**

Councillor D Healy thanked the Acting Town Clerk, Finance Officer and Administrative Officer for working hard on the 32-point plan as a result of the Internal Audit and as a result of questions raised over 2-3 years by members of the public and Councillors.

**Proposed:** Councillor T Astell **Seconded:** Councillor P Astell;

**Resolved:** *That the Council approves the Standing Orders.*

**68.4: Scheme of Delegation**

The Acting Town Clerk outlined various changes. The Planning, Property & Services Committee will become the Planning, Environment and Services Committee; the Christmas Lights Working Group will become a standing committee of the Council as the Christmas Lights Committee and will have non-Councillors as members; the Personnel Committee will hear grievances and a separate Appeals Committee will be set up as necessary to hear appeals. ERNLLCA had recommended that Committee membership should be an odd number to reduce the need for the Chairman to use a casting vote and this will be effective from May 2022 when the Planning, Environment & Services Committee, Policy & Finance Committee and Christmas Lights Committee

will be served by an odd number of Councillors. The Personnel Committee will remain at 4 and the Grants Committee will remain as 2 Councillors from each of the 4 wards.

**Proposed:** Councillor Wildey **Seconded:** Councillor A Healy

**Resolved:** *That the Council approves the Scheme of Delegation which will take effect immediately apart from Committee membership which will take effect from May 2022.*

**69/21: Risk Management Scheme**

**To receive and approve the Risk Management Scheme as part of the Internal Audit Recommendations Action Plan (see attached and Acting Town Clerk to report).**

**69.1: Corporate Risk Register**

The Acting Town Clerk explained that these are living documents and further risk assessments will be required.

**Proposed:** Councillor Jack **Seconded:** Councillor T Astell

**Resolved:** *To approve the Corporate Risk Register*

**69.2: Function/Site Specific Risk Assessment Register**

**Proposed:** Councillor Jack **Seconded:** Councillor T Astell

**Resolved:** *to approve the Function/Site Specific Risk Register.*

**70/21: Finances (Acting Town Clerk to report on all)**

**70.1: Internal Control System: To review the effectiveness of the Quarter 1 Internal Control System (see attached).**

Councillors Hopkins and Tucker had reviewed and signed finance quarter end to June 2021. They had also completed a review of the Council's internal control system and staff had responded to their queries, a copy of which is attached to the agenda for this meeting. The Council reviewed the completed internal control checklist.

**Proposed:** Councillor Johnson **Seconded:** Councillor Willis

**Resolved:** *That the Council has reviewed the effectiveness of its system of internal control.*

**70.2: General Reserves: To consider reducing the General Reserves.**

The Acting Town Clerk reported that currently the Council has General Reserves of £200,000 which is 9 months running costs. The Internal Auditor and JPAG recommended reducing this.

**Proposed:** Councillor T Astell **Seconded:** Councillor P Astell

**Resolved:** *To approve reducing General Reserves to £136,500 (6 months running costs) and to vire the remaining £63,500 to the Skatepark budget to prepare for funding requirements for the approved improving and upgrading of the site.*

**70.3: Unallocated Reserves: To consider allocation of remaining unallocated reserves.**

The Acting Town Clerk reported that at the year end £69,315 had remained unallocated. All Council funds should be earmarked for an approved and appropriate purpose. During the year £23,717 of this had been allocated to earmarked reserves (barrier planters, staff salaries, polling cards for by-elections, legal fees and the Platinum Jubilee event). A further £45,598 remained to be earmarked.

**Proposed:** Councillor Tucker **Seconded:** Councillor P Astell

**Resolved:** That Officers will look at the budget and forward costs for approved projects and put forward proposed recommendations to the next Policy and Finance Committee in October.

**70.4: Mayor of Beverley Account: To consider closing the Mayor of Beverley Account and transferring remaining funds to the main Town Council account and allocated under Civic Budget.**

**Proposed:** Councillor A Healy **Seconded:** Councillor Tucker

**Resolved:** To close the Mayor of Beverley Account and transfer the funds of £713 to the current account under the Civic Budget line.

**71/21: Internal Auditor**

**71.1: To review effectiveness of Internal Audit arrangements (Acting Town Clerk to report).**

The Council reviewed the Internal Audit arrangements for 2020/2021. A new internal auditor had been appointed who the Council found to be very professional. As a result, and also as a result of complaints, a lot of work had been carried out to ensure adherence to regulations assisted by the Audit Yorkshire and Internal Audit Yorkshire reports.

**Proposed:** Councillor Johnson **Seconded:** Councillor D Healy

**Resolved:** This Council is impressed by the robustness and professionalism of the Internal Auditor for 2020/2021 and recognises the huge strides made in addressing the concerns articulated over the past two years by members of the public and Councillors, and this Council acknowledges the positive progression that has been made in moving forward.

**71.2: To appoint an Internal Auditor (see attached and Acting Town Clerk to report).**

The Acting Town Clerk had asked for quotes from three auditors. One had declined to quote and one did not respond. It is hope that the interim audit will take place in October.

**Proposed:** Councillor Tucker **Seconded:** Councillor P Astell

**Resolved:** To accept the quote from Internal Audit Yorkshire in the sum of £1850 per year for three years. The Council recognised how difficult it is to find Internal Audit services.

**72/21: External Auditor**

**To receive an update regarding correspondence from the External Auditor (Acting Town Clerk to report).**

The Acting Town Clerk reported that only two of the six complaints received from a member of the public were due to be investigated by the External Auditors and the Council's response to these (Councillor Allowances and the level of reserves) would be made to the auditors this week. The auditors will then look at the complaints from both years (2019/2020 and 2020/2021) and report to the Council.

